

**551—5.3(17A,22) Requests for access to records.**

**5.3(1)** *Location of records.* A request for access to a record should be directed to the office where the record is kept. If the location of the record is not known by the requester, the request shall be directed to the Iowa Narcotics Enforcement Advisory Council, Office of Drug Policy, Lucas State Office Building, Des Moines, Iowa 50319. If a request for access to a record is misdirected, agency personnel will promptly forward the request to the appropriate person within the agency.

**5.3(2)** *Office hours.* Open records shall be made available during all customary office hours, which are 8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays.

**5.3(7)** *Fees.*

*c. Supervisory fee.* In lieu of “(specify time period)”, insert “one hour”. Delete the parenthetical sentence at the end of the paragraph.